

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05- 296

OPENING DATE: 14 October 2005

CLOSING DATE: 31 October 2005

ANTICIPATED FILL DATE: 11 Dec 05

POSITION TITLE AND NUMBER

Quality Assurance Specialist  
PDCN 70444E00, MD # 4622-135

UNIT/ACTIVITY AND DUTY LOCATION

Army Aviation Support Facility # 2 (AASF# 2)  
NCARNG, Salisbury, North Carolina

GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-1910-09 \$41,772.00-\$54,300.00

EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the NCARNG Technicians Only. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have 24 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of assigned aircraft, component systems, and support equipment to include aircraft specifications and Standards, maintenance practices, aircraft inspection methods, techniques and practices to detect conditions, which may compromise aircraft safety or quality of work.
2. Knowledge of the principles, concepts, and methodology of quality assurance functional programs (such as ULLS-A, aircraft weight and balance, TM 1-1500-328-23, DA PAM 738-751, TM 1-1520-237 series, etc).
3. Ability to coordinate with various levels of leadership and staff, internally and externally to ensure that quality maintenance practices and procedures are met.
4. Ability to interpret and apply contract and engineering specifications, regulations, policy statements and other guideline material to the maintenance functions of the AASF.
5. Skill to verify, by work document review, material and procedure checks and onsite surveillance, that essential quality requirements have been met.
6. Ability to conduct technical reviews and prepare technical reports to analyze findings and develop recommendations for corrections or improvements for problem areas within the quality assurance program.
7. Ability to conduct formal training of quality assurance and quality compliance principles, procedures, techniques, and skills to include initial training for the certification of status symbol clearing authority, refresher training for the maintenance of AASF quality standards, etc.

**MILITARY ASSIGNMENT**: Assignment to a compatible Enlisted position in a unit that is supported by AASF # 2 is mandatory. (CMF: Enl: 151A, 153A MOS: 15, 91)

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSL, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Develops the AASF Quality Management Plan (QMP) that documents the management and operational policies and procedures to ensure work processes, products, or services satisfy expectations and quality standards. Reviews Army materiel maintenance policies and operational procedures. Assesses quality assurance programs of other Department of Defense (DoD) services, and analyzes commercial maintenance practices to establish a comprehensive Quality Program (QP) for the AASF. Develops quality assessment plans to evaluate and improve quality of maintenance production and work processes. Assessments include reviews of management and organization; quality systems; personnel qualifications and training; supply procedures; facilities; tools and test equipment; maintenance documentation; operations and training requirements, and equipment failures. Conducts evaluations to identify strength problem areas, failure trends, faults in methods and procedures, and other deviations from quality standards. Develops local regulations and/or operating instructions for implementation of the quality assurance and reliability program and ensures compliance with procedures. Prepares quality assurance operating instructions, local forms, checklists, and other material. Serves as quality assurance authority in the AASF. Acts as a consultant to higher-ranking personnel on quality assurance/verification matters. Provides the Logistics Management Officer/Supervisory Maintenance Test Pilot and maintenance supervisors with definitive technical information and advice on maintenance procedures and techniques. Resolves technical problems in support of the quality assurance program. Maintains the AASF master library. Manages technical publications accounts. Ensures that appropriate directives and operating instructions are current and complete. Reviews incoming publications to determine their applicability. Provides technical guidance and expertise in interpretation of technical manuals (TM), and acts as the authoritative reference on quality methods, techniques, and procedures. Resolves conflicts in the interpretation of published data. Monitors the AASF publication improvement system to include the recommended changes to publications and blank forms (DA Form 2028) and material deficiency, and Quality Deficiency Reports (QDR). Provides findings and recommendations based on experience and technical judgment. Manages the Safety-of-Flight (SOF) and Aviation Safety Action Message (ASAM) programs to ensure effective and timely accomplishment. Reviews incoming SOF/ASAM for applicability to AASF supported equipment. Evaluates technical and materiel requirements for compliance. Distributes SOF/ASAM to production elements for accomplishment. Monitors compliance actions and prepares and forwards compliance reports. Monitors aircraft acceptance/transfer inspections, aircraft configurations, and component time-change requirements. Periodically reviews aircraft historical records and logbooks for accuracy and condition. Monitors the Army Oil Analysis Program (AOAP). Manages the weight and balance program. Performs equipment inventories; assures proper set up and calibration of electronic weighing apparatus; monitors aircraft weighing operations; verifies instrument readings, resolves weight and balance problems, and certifies weight and balance computations. Performs command directed quality inspections and special inspections for all aspects of aircraft and associated equipment. Insures that compliance inspections are performed in accordance with standards. Records discrepancies, provides definitive corrective recommendations, and reviews adequacy of corrective action taken. Reviews findings to determine adequacy of maintenance documentation. Performs inspections of maintenance shops for safety and condition of equipment. Monitors calibration of shop and test equipment to ensure serviceability. Certifies and maintains files of personnel authorized to perform quality inspections. Performs management and compliance reviews over a wide range of functions within the AASF. Reports deviations and deficiencies. Prepares recommendations on the resolution of deficiencies affecting production or maintenance quality. Reviews and validates all locally developed maintenance procedures before adoption within the AASF. Investigates equipment failure trends on aircraft airframes and components and systems. Makes recommendations to appropriate manufacturing agencies regarding equipment performance engineering design changes. Incumbent is required to wear appropriate protective clothing or gear such as safety glasses, ear protection, and hard-hat, and observe all safety precautions when accomplishing inspections. Conducts formal training of quality assurance and quality compliance principles, procedures, techniques, and skills. Provides initial training for the certification of status symbol clearing authority. Provides refresher training for the maintenance of AASF quality standards. Reviews and evaluates quality compliance inspections performed by production units. Audits the inspection process and methods, analyzes inspection reports, and re-inspects samples of inspections

performed. Provides on-the-spot assistance regarding the inspection process. Recommends corrective actions or changes in inspection methods and work procedures. Assists production supervisors and personnel in implementing changes. Evaluates completed reports for adequacy of actions taken by work center supervisors. Serves as the primary point of contact (POC) to, and provides liaison services between, the AASF and external organizations regarding QA matters. Attends conferences, briefings, and meetings to represent AASF on quality assurance matters. Serves as the Contracting Officer Representative (COR) for a life cycle contractor support aircraft maintenance contract to ensure contract compliance with written procedures as required. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

